

# Introduction to the DOC Learning Management System

## LMS Basics:

- The Warning Decision Training Branch (WDTB) has an LMS information page: <http://www.wdtb.noaa.gov/LMS/index.asp>
- WDTB also has an LMS troubleshooting guide that includes basic information to get accounts set up: <http://www.wdtb.noaa.gov/LMS/lmsdb.html>

## System Requirements:

- Netscape and Internet Explorer on a PC are the only browser/system combinations supported. Linux and Mac systems may cause a “Not Attempted” or “Incomplete” for the course.
- This module requires Macromedia Flash Player, version 6 or later, to be installed on your computer. You may obtain this free software from <http://www.adobe.com>.

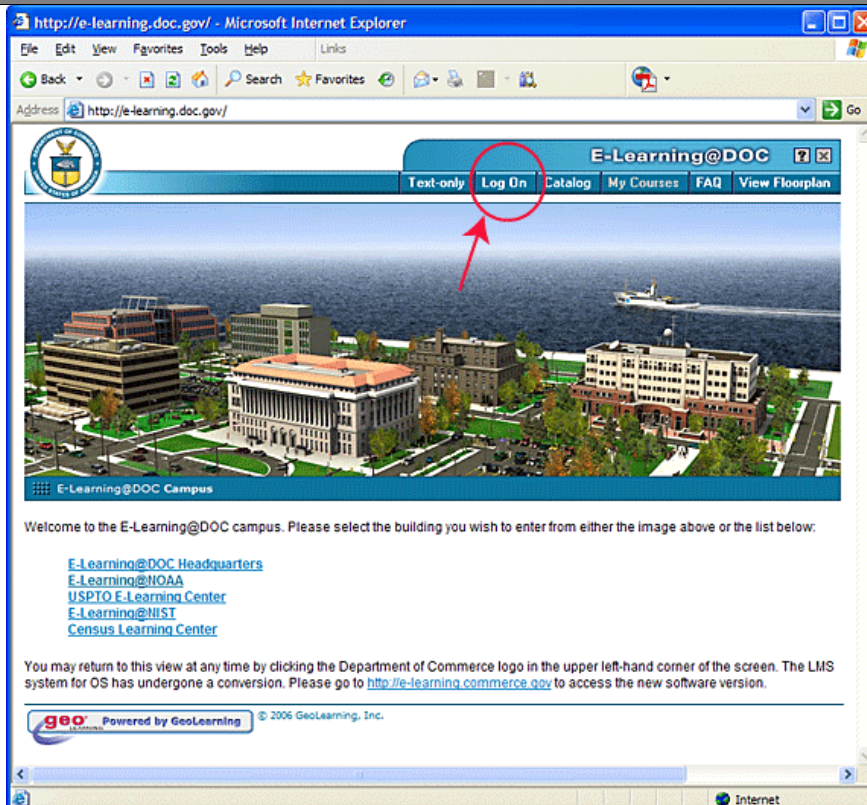
*Be sure your employees have active LMS accounts!*

### **Step 1:**

Open your web browser and go to the following URL:  
<http://e-learning.doc.gov>

### **Step 2:**

Click once on the “Log On” button to log on to the Learning Management System.



**Step 3:**

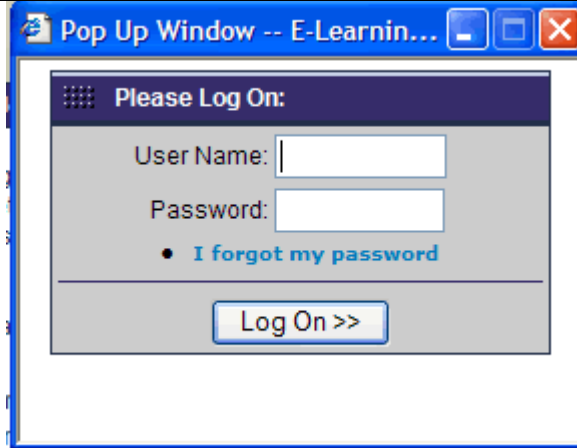
Enter your username and password into the pop-up window.

Your username is the first part of your e-mail (without the "@noaa.gov" extension).

Example:  
John.Smith

*If you are a first time user, your password was e-mailed to you.*

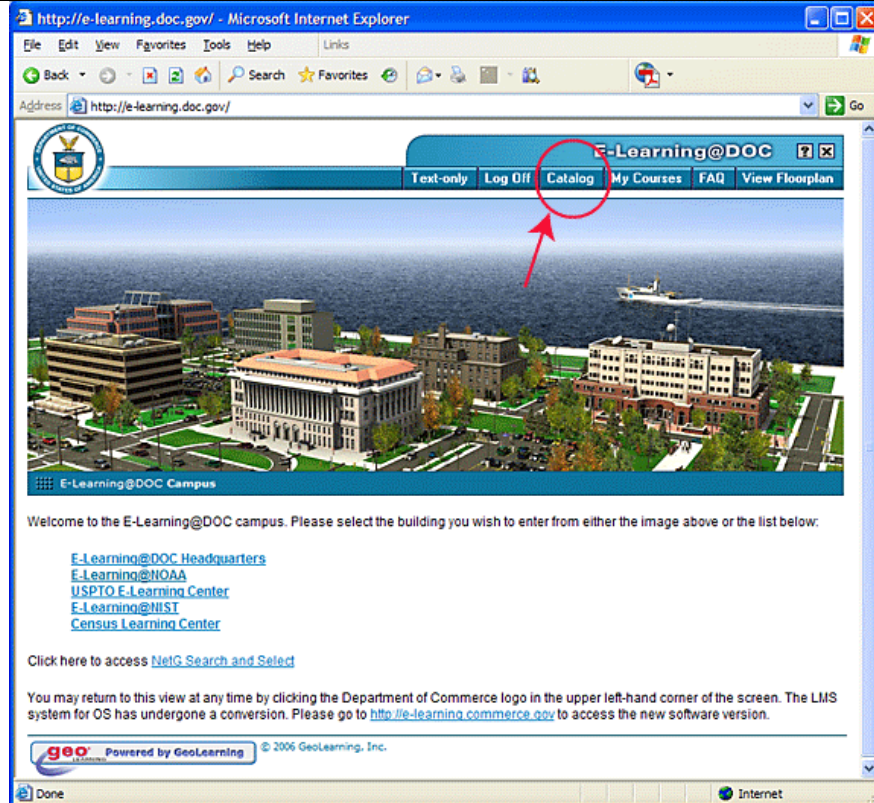
*If you don't remember your password, select "I forgot my password" and follow the instructions on the screen.*



The screenshot shows a window titled "Pop Up Window -- E-Learnin...". Inside the window is a "Please Log On:" dialog box. The dialog box has a dark blue header with a grid icon. Below the header, there are two input fields: "User Name:" and "Password:". Below the "Password:" field is a link that says "I forgot my password" with a bullet point. At the bottom of the dialog box is a button labeled "Log On >>".

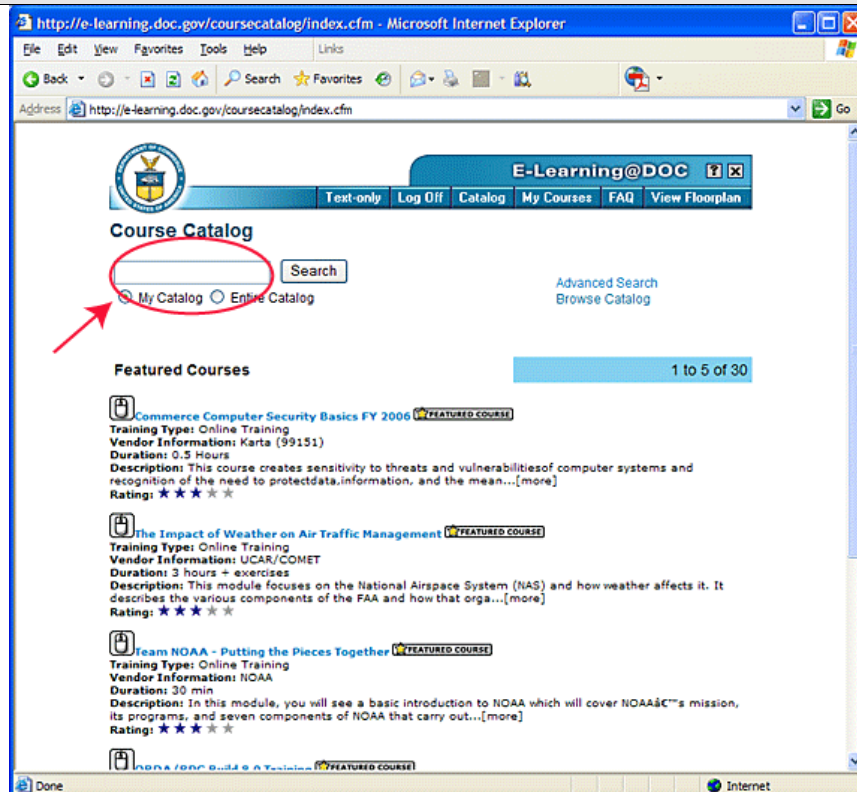
#### Step 4:

Click once on the "Catalog" button to find the course you want to take.



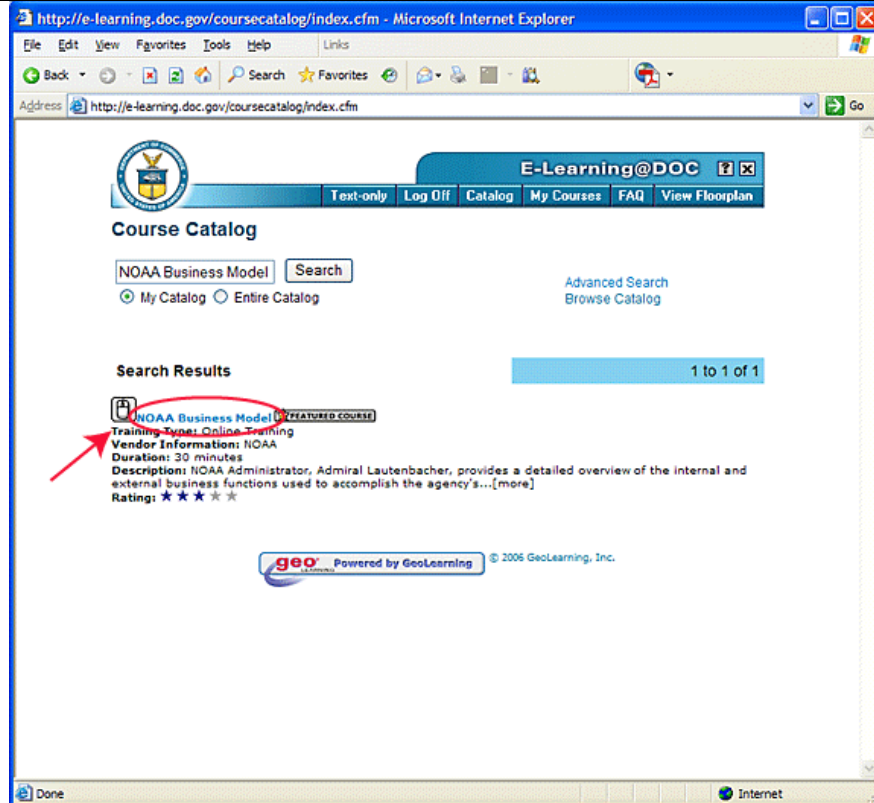
#### Step 5:

Type the name of the course you want to take into the text box and click on "Search."



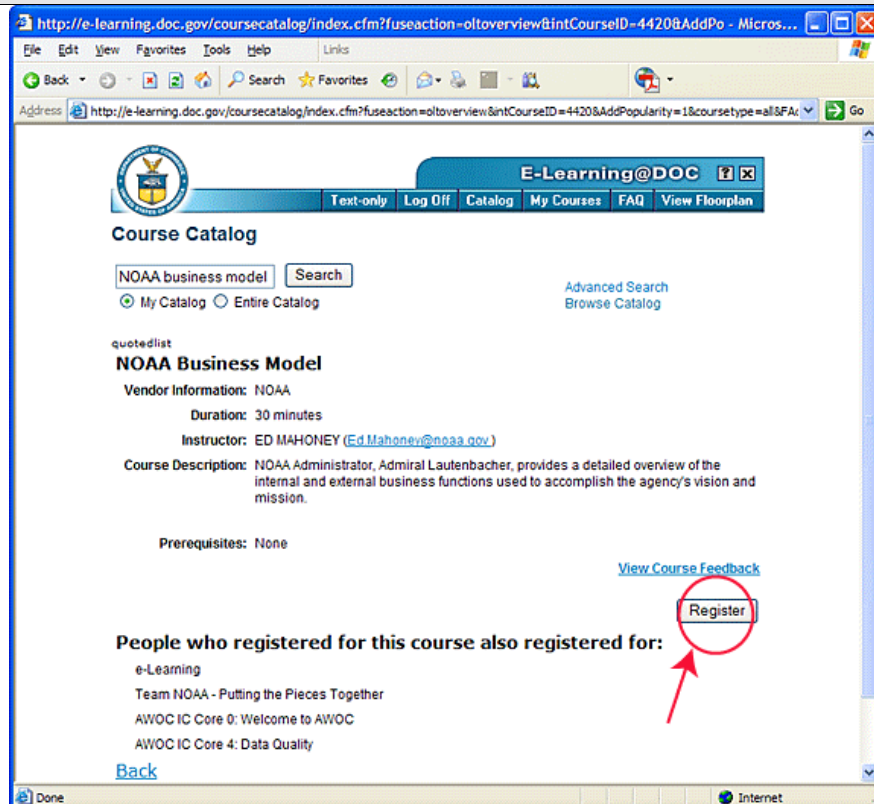
### Step 6:

Click on the title of the course you want to take so you can see a full description of the course and get to the registration page.



### Step 7:

Click on the "Register" button to register for the course.

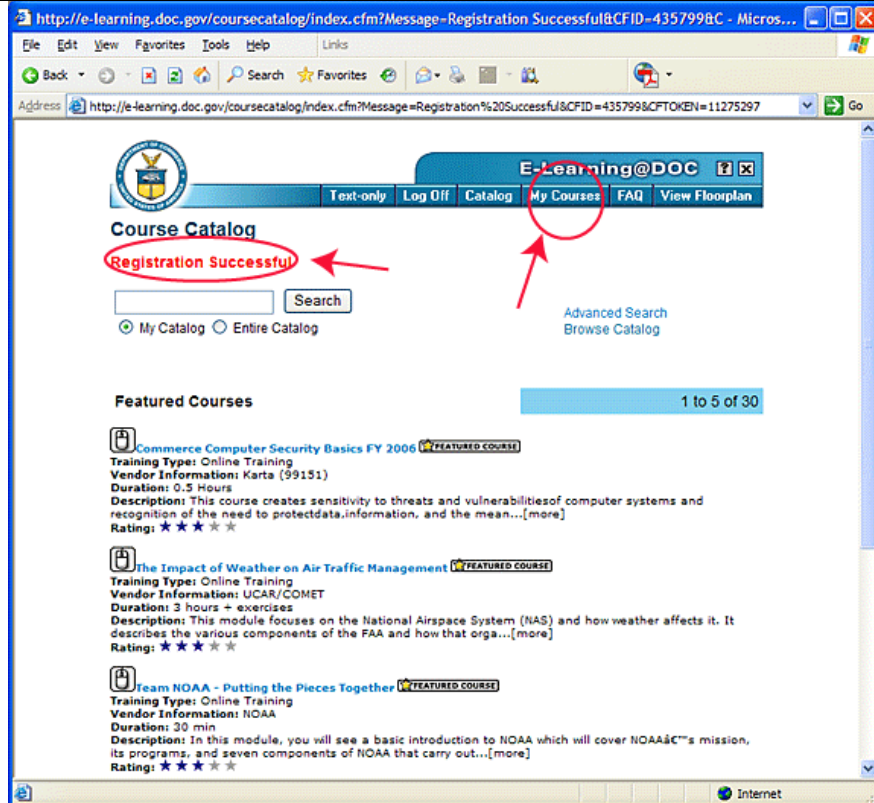




## Step 7 (con't):

Your registration is complete if you are returned to the catalogue page with a "Registration Successful" message in red above the search box.

When you are ready to take the course, click once on "My Courses"



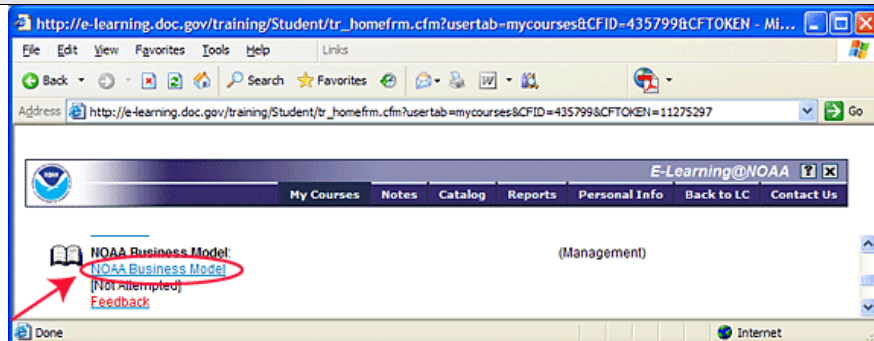
## Step 8:

After clicking on "My Courses" you should see a list of all courses you have registered for.

Click once on name of a course to start taking that course.

It may take a few minutes for a popup window to appear.

*If a popup window doesn't appear, read note to the right about popup windows!*

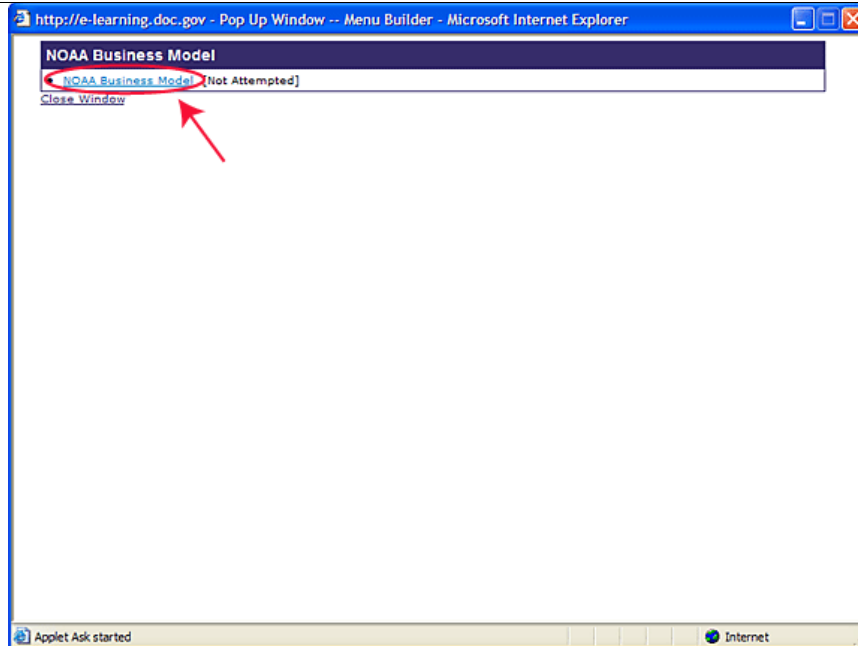


*\*Be sure your browser is set to allow popup windows. Many browsers will alert you that they blocked a popup window and allow you to accept popup windows from a particular address. Contact your computer administrator if you need help getting the screen on the next page to show.*

**Step 9:**

Click on the name of the course to start taking it.

If you need to stop the course, you can continue later. The module will keep track of what you have finished.



**Step 10:**

Complete the course.

If you don't pass the test, you can review what you need and retake the test until you pass.

When you are finished, you have the option to submit feedback before logging out of the Learning Management System.

*But you're not done yet!*

*Use the Written Communication Job Sheet  
to decide on changes you can make to improve your writing.*

*Set a date to follow-up and see if you made the changes.*

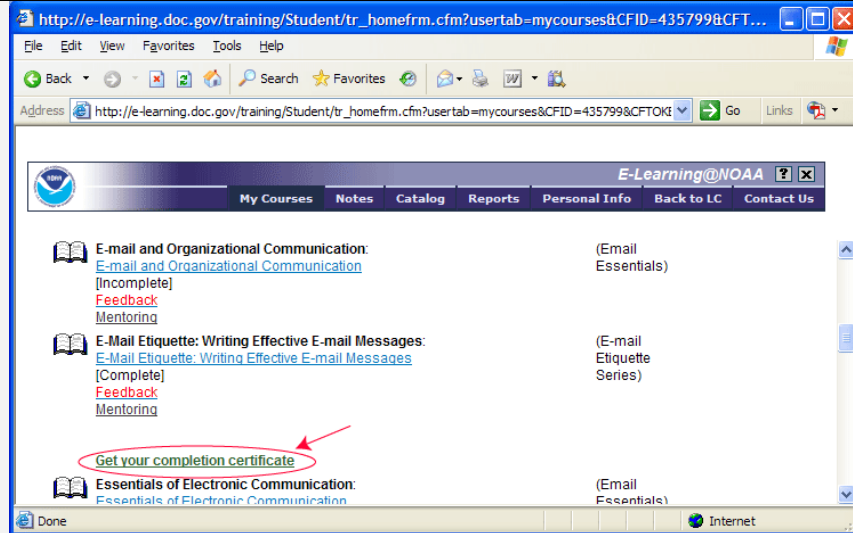
*If you didn't change,  
figure out what barriers prevented the change,  
remove them, and try again.*

*If you did change, congratulations!  
Document your success with the  
Personnel File Documentation Sheet.*

**Step 11 – Optional:**

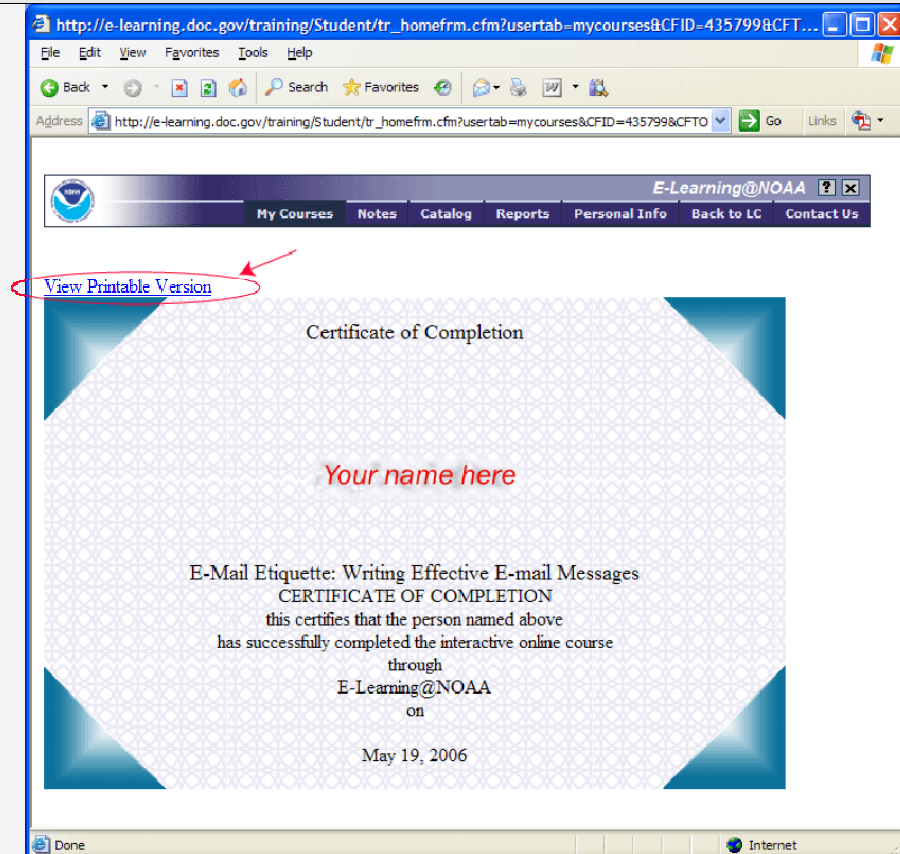
To get a course completion certificate, click on the link, “Get your completion certificate.”

*\*\*Remember, the real completion comes after documenting changes in performance! Use the Personnel File Documentation Sheet for that.*



**Step 12 – Optional:**

Click on “View Printable Version.”



**Step 13 –**  
**Optional:**

Click on the “Print  
this Page” button.

